

# **TRAINING PROGRAM**

## **1. Technical Training Program**

### **MAINTENANCE WORKER**

As an entry-level position, Maintenance Workers are only required to have an aptitude for the work to fill the position. Training shall commence upon assuming the position to ensure that the appropriate level of technical knowledge and ability is obtained prior to fulfilling responsibilities. The following are the basic technical training goals for a Maintenance Worker:

- a. Operation and Maintenance of Combination Trucks
- b. Obtain a Class B Drivers License, with tanker and airbrake endorsements
- c. Operation and Maintenance of Portable Pumps
- d. Operation and Maintenance of Portable Generators
- e. Operation and Maintenance of Blowers and Air Compressors
- f. Operation and Maintenance of Pump Stations
- g. Operation and Maintenance of Backhoe
- h. Operation and Maintenance of Dump truck
- i. General Equipment Maintenance
- j. Obtain a California Water Environment Association (CWEA) Grade 1 Collections Systems Maintenance Certification
- k. Attend technical training conferences as appropriate

### **MAINTENANCE WORKER I**

As an experienced sewer maintenance worker, the Maintenance Worker I has the same technical training goals of the Maintenance Worker with the further goals of being able to work independently with minimal supervision, to obtain an in-depth knowledge of each area of expertise, and to obtain a CWEA Grade II Collections Systems Maintenance Certification.

### **MAINTENANCE WORKER II**

As an experienced sewer maintenance worker, the Maintenance Worker II has the same technical training goals of the Maintenance Worker I with the further goals of being able to teach technical training courses as a subject matter expert, and to obtain a CWEA Grade III Collections Systems Maintenance Certification.

### **SEWER DIVISION SUPERVISOR**

As a supervisor, the Sewer Division Supervisor has the technical training goal of obtaining a thorough conceptual knowledge of each piece of equipment that is within the span of control of the Sewer Division (Including stationary equipment such as pump stations). This knowledge should include a detailed understanding of the capabilities and limitations of each piece of equipment and how they can be used in conjunction with each other to achieve greater capabilities and performance. The Sewer Division Supervisor should understand the costs

associated with operation and maintenance of each piece of equipment. They should understand how to obtain the greatest efficiencies from each piece of equipment. The Sewer Division Supervisor should understand the required maintenance schedule for each piece of equipment and be able to calculate the impacts to the work schedule of performing this maintenance. The Sewer Division Supervisor should have a detailed understanding of what procedures to follow in the event of equipment failure. The Sewer Division Supervisor should also have the goal of obtaining a CWEA Grade IV Collections Systems Supervisor Certification.

## 2. Skills Training Program

### MAINTENANCE WORKER

Skills training shall commence upon assuming the position to ensure that the appropriate skills are obtained prior to fulfilling responsibilities. The following are the basic skills goals for a Maintenance Worker:

- a. Line Cleaning Operations
- b. Operation and Maintenance of Valves
- c. Pipe repair Methods
- d. Emergency Response Procedures
- e. Pump Station Maintenance
- f. Attending Skills Training Workshops as appropriate

### MAINTENANCE WORKER I

As an experienced sewer maintenance worker, the Maintenance Worker I has the same skills training goals of the Maintenance Worker with the further goals of being able to work independently with minimal supervision and to obtain an in-depth knowledge of each skill area of expertise.

### MAINTENANCE WORKER II

As an experienced sewer maintenance worker, the Maintenance Worker II has the same skills training goals of the Maintenance Worker I with the further goals of being able to teach skills training courses as a subject matter expert.

### SEWER DIVISION SUPERVISOR

The Sewer Division Supervisor has the skills training goals of being able to direct each of the tasks, understanding the expected production rates for each task and procedure, and the associated costs of materials and labor.

## 3. Safety Training Program

### MAINTENANCE WORKER

Safety training shall commence upon assuming the position to ensure that safety regulations are understood and adhered to while fulfilling responsibilities. The following is a list of recommended safety training for a Maintenance Worker:

- a. First Aid Certification
- b. CPR Certification
- c. Confined Space Certification (8 hour)
- d. Traffic Safety
- e. Trench Safety
- f. Fire Safety
- g. Hose Safety
- h. Chemical Safety / Material Safety Data Sheets (MSDS)
- i. Personal Protection Equipment Training
- j. Additional Safety Training for Job Hazards
- k. Additional Safety Training as appropriate
- l. Attending Safety Workshops as appropriate

#### MAINTENANCE WORKER I

The Maintenance Worker I has the same safety training requirements as the Maintenance Worker

#### MAINTENANCE WORKER II

The Maintenance Worker II has the same safety training requirements as the Maintenance Worker. The Maintenance Worker II should be able to teach safety classes as a subject matter expert.

#### SEWER DIVISION SUPERVISOR

The Sewer Division Supervisor has the safety training goals of understanding and implementing Federal, State, and local safety regulations.

#### 4. Additional Cross Training

Cross training will be made available to all maintenance workers to provide an understanding of the equipment, procedures, and safety precautions involved in the work of other City departments.

#### 5. Training Records

The City shall maintain records documenting training and safety classes completed by each employee, including on-the-job training, on-site training, conferences and workshops attended, and other off-site training.

#### 6. Contracted Services

Any contracted worker shall be required meet or exceed the City's training standards. All workers are to have the appropriate level of technical, skills, and safety training and certification as required for the work contracted.